



Labs21 2007 Annual Conference Logistical Fact Sheet

October 2-4, 2007
Charleston Area Convention Center Complex
North Charleston, South Carolina

Hotel Arrangements

Conference attendees are responsible for making their own hotel reservations. Labs21 is holding a block of rooms for conference attendees at the Embassy Suites Airport/Convention Center Hotel for the nights of September 30 to October 4. The room rate is \$159 plus tax (currently 12.5 percent). Federal attendees can enjoy rooms for \$98 plus tax. To reserve a room over the phone, please call hotel reservations directly at (843) 747-1882. To reserve a room online, visit Embassy Suites online reservation system at www.embassysuitescharleston.com/reservations.aspx. When making your reservation, you must reference the "LAB" room block to receive the discounted rates. To obtain the group/convention code for per diem reservations, contact Labs21 at labs21@i2sl.org. Reservations must be made by **Friday, August 31, 2007**. After this date, the hotel will release our room block and reservations will be accepted on a space and rate available basis only.

Embassy Suites Airport/Convention Center Hotel

5055 International Boulevard
North Charleston, South Carolina 29418
Phone: (843) 747-1882
Fax: (843) 747-1895
www.embassysuitescharleston.com

Driving Directions to the Hotel from the Airport

The Embassy Suites is located at the junction of I-26 and I-526, just a short drive from historic downtown Charleston and just seconds from Charleston International Airport. Exit the airport via International Boulevard and approximately one mile down the road, turn right into the hotel driveway.

Ground Transportation to Hotel

Shuttles – The Embassy Suites runs a 24-hour, on-demand shuttle from the hotel to the airport and back. For more information, contact the hotel at (843) 747-1882.

Taxis – Taxis are available at the airport. Typical fares to the hotel are less than \$10. You can find further ground transportation information on Charleston International Airport's Web site: www.chs-airport.com.

Parking

Parking is available at the Embassy Suites for guests of the hotel. In addition, there is ample onsite parking at the Charleston Area Convention Center Complex (CACCC) for \$4 per day. For more information on the location of the Convention Center's parking facilities, see the North Charleston Coliseum/Convention Center/Performing Arts Center Park Guide at www.charlestonconvention.com/specifics.htm.



Food

Breakfast, lunch, and morning and afternoon refreshments will be provided at the convention center for conference attendees. The hotel also offers a complimentary breakfast and an onsite restaurant. For a casual lunch buffet or dinner, try the hotel's **Palm Tree Grille**, which serves continental cuisine with a Lowcountry twist. In-room dining is also available. In addition, numerous casual and fine dining restaurants can be found in historic downtown Charleston, just a short drive from the hotel.

Conference Onsite Check-in

Conference Attendees

Registration and check-in for pre-conference training will take place outside Exhibit Hall A of the CACCC from 8:00 a.m.–5:00 p.m. on Sunday, September 30 and Monday, October 1. All conference attendees are invited to attend the Grand Opening Reception in Exhibit Hall A on Monday from 6:00–8:00 p.m. Regular conference registration and check-in will also take place outside Exhibit Hall A starting Tuesday, October 2 at 8:00 a.m. and continue throughout the conference. At the registration table, attendees can pick up their name tag and folder, which will contain the final conference agenda. The conference will officially begin at 9:30 a.m. on Tuesday, October 2.

Poster Presenters

Onsite check-in for poster presenters will take place outside Exhibit Hall A on Monday, October 1, from 1:00–5:00 p.m. Keep in mind, poster presenters must have their posters set up by 5:00 p.m.; it is therefore recommended that these individuals check-in early.

Conference Speakers

For conference speakers, check-in and registration will take place during the Grand Opening Reception on Monday, October 1 from 6:00 p.m. to 8:00 p.m. and on Tuesday, October 2 beginning 8:00 a.m. outside Exhibit Hall A.

Exhibitors

Individuals registered to staff exhibit booths at the Technology and Services Fair should check in at the registration desk beginning 1:00 p.m. on Monday, October 1, **prior** to setting up their booths in the exhibit hall. Exhibitor move-in will take place from 1:00–5:00 p.m. Please note that exhibitors will **not** be allowed into the exhibit hall before this time. Exhibit booths must be completely set up by 5:00 p.m. in time for the Grand Opening Reception. It is therefore recommended that exhibit booth staff check-in early and allow ample time to set up equipment and displays.

American Institute of Architects Continuing Education Credits

The Labs21 2007 Annual Conference is proud to once again collaborate with the American Institute of Architects (AIA) in the Continuing Education System (CES). Each year, those certified architects that attend the conference and complete and return the AIA Participation Form (found in the registration packet) to Labs21 within two weeks after the conference will receive AIA CES credits that can be applied toward their continuing education requirements.

Professional Engineers (P.E.) can also receive professional development hours for their participation by completing and returning the AIA Participation Form to Labs21 within two weeks after the event. After receiving a completed participation form, Labs21 will mail a certificate of completion that can be used to self-report education credits.